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25X1A9a TO : Mr. [REDACTED] DATE: 7 December 1948  
FROM : Chief, Transportation Division  
SUBJECT: Monthly Report of Transportation Division Activities - November 1948

The following report covering activities of the Transportation Division during the month of November is submitted pursuant to your request.

1. Status of personnel:

- (a) T/O as of 1 November 1948- 58 positions
- (b) Total number actually on duty by sections

- Office of Chief - 2
- Shipping Section - 2
- Motor Pool - 51

- (c) Number of personnel interviewed for whom actions have been initiated.

- Motor Pool(Chauf.) - 4
- Motor Pool(Truck Driver - 1

Above indicates five (5) actions pending of which two (2) chauffeurs are excess over our T/O. It is expected that of the four pending actions at least two will not clear security.

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During the month [REDACTED] Dispatcher, entered on duty as replacement for [REDACTED] who resigned October 1 1948.

The Motor Pool continues to operate satisfactorily and I have received no serious complaints regarding lack of service.

2. Truck Operations

The following truck operations were performed during the month:

- 2 trips to New York
- 1 trip to Baltimore
- 248 local hauls in and around Washington

The falling off in truck operations was occasioned by the shipping strike in effect along the Eastern seaboard. The strike has now been settled and we can expect an increase in this operation during the month of December.

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3. The following is a report of the activities of the Garage and the Que Building Motor Pool.

(a) Garage

25X1A6a	Repair Jobs	3	
	Labor*	-	\$216.00
	Parts	-	13.06
	Repair Jobs performed outside-		16
	Labor	-	\$ 57.25
	Parts	-	217.53
	Maintenance Work	126	
	Labor*	-	\$1255.75
	Parts	-	1000.41

\*Work performed by mechanics

Maintenance Work (Performed by Mechanics Helpers)

Cars washed	- 56	
" Lubricated	- 32	
Other service jobs-	62	
Labor		\$205.00

The total value of labor performed by the Mechanics in the garage during the month was \$1471.75 compared with their salary of \$970.70 indicating a saving of \$501.05. The total value of labor performed in connection with maintenance work by the Mechanics Helpers was \$205.00 compared with salaries of \$391.66, but this does not take into account the fact that they performed various other duties such as housecleaning, messenger service, etc., upon which it is very difficult to place a monetary value. The overall saving effected amounted to \$314.39.

(b) Que Bldg. Motor Pool

976	- Total trips made
48.8	- Average number trips per day
7744	- Total miles operated
387.2	- Average miles per day
7.9	- Average miles per trip
9.4	- Average number of cars in pool per day
45.9	- Average time per trip.

The reports submitted to me by the Motor Pool Dispatcher indicated there were nine (9) requests for pool service which were delayed while there were no requests actually refused due to lack of drivers or cars. The nine calls which were delayed all came during the period between 1:00 P.M. and 2:30 P.M. on Friday November 5 at which time downtown traffic was very congested incident to welcoming home President Truman. I am showing below a comparison of total trips, total miles operated and average miles per day for the past three months.

	<u>TOTAL MILES</u>	<u>TOTAL TRIPS</u>	<u>AVERAGE MILES PER DAY</u>
September	7699	993	366.6
October	9105	1055	433.5
November	7744	976	387.2

4. Following is a report of number of passengers carried in the Shuttle Service operating between CIA Buildings and The Pentagon.

3301 - Total passengers carried  
165 - Average number of passengers per day

The above figures compare with a total of 2604 passengers and a daily average of 124 for the month of October.

5. Forty-one (41) passenger carrying vehicles operated a total of 27,854 miles during the month while thirty-seven (37) trucks operated a total of 12,645 miles.

6. Volume of work and flow of personnel through the Shipping Section for the month was as follows:

Rail Reservations	-	24
Airline Reservations	-	20
Hotel Reservations	-	0
Fare Quotations	-	171
Person Processed		
(Overseas)	-	1
Transportation Requests		87

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Chief, Transportation Division